

Employment Opportunity

California Regional Water Quality Control Board, San Diego Region

Student Assistant – Technical Support

The California Regional Water Quality Control Board, San Diego Region, is a state agency responsible for administering various federal and state water quality and pollution control programs. A part time student position is currently available in the Administrative Support Services Unit of the Regional Board.

DUTIES: The primary duties of this position deal with all aspects of records management and other administrative support services. Specific job duties include filing paper and reports in appropriate files, creating file folders, key data entry into a records database, and other activities related to maintenance of Regional Board files. Other duties include assembling work product packages for mailing or faxing, document reproduction, mail and document processing, filing, answering phone calls, taking messages for other staff, greeting customers and providing standard information. Students must be available to work approximately 20 hours per week.

QUALIFICATIONS: Students must be enrolled at a public or private college or university with undergraduate or graduate standing for a degree in public administration, business, accounting, or any field other than environmental sciences, public health, or engineering. Undergraduate Student Assistants must carry a minimum of six semester or eight quarter units. Graduate Student Assistants must maintain a minimum of three semester or four quarter units. Graduate Student Assistants completing a thesis or dissertation and taking no classes may work for no more than one semester or two quarters.

Students must have good communication skills and possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work independently and cooperatively with others. Students must be proficient in the Microsoft Office suite of software and database management. Students must have a good driving record and a valid California Drivers License.

COMPENSATION: Salaries are set based on the number of completed college units. Transcripts will be reviewed to determine the rate of pay.

SALARY: \$7.86 - \$14.68 per hour

FINAL FILING DATE: Until Filled

HOURS OF WORK: During the school year, students may work up to 20 hours per week. Flexible hours are available to accommodate class schedules. During school breaks students may work up to 40 hours per week. Term of service is generally one year, but may be extended.

CONTACTS Interested persons should submit resumes to the address below or by email. Please write Administrative Support Unit on your cover letter or resume. You may contact the person specified below for more specific information.

Dianne Broussard
Administrative Officer
California Regional Water Quality Control Board, San Diego Region
9174 Sky Park Court, Suite 100

San Diego, CA 92123-4340
E-mail: broud@rb9.swrcb.ca.gov
Phone (858) 492-1763
Fax (858) 571-6972